



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.***

Title <b>Administrative Analyst 3, Fiscal Management [Unclassified]</b>			Salary <b>P26 \$71,408.73-\$101,588.61</b>
Posting Number <b>V292-22</b>	Position Number <b>957612</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/24/2022</b> To: <b>04/07/2022</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service Vaccine Preventable Disease Program 135 E. State Street, 1st Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

**COVID-19 Program Fiscal Management lead - Under the direction of the Contract Administrator 3, or other supervisory official; this position will be responsible for completing all procurement and financial activities for Center for Disease Control and Prevention's (CDC) COVID-19 Immunization funding. Including advising component managers of the latest Purchase Bureau requirements and procedures; utilizing NJ Treasury databases for procurement actions; providing monitoring, tracking and reporting of actual obligation and expenditure amounts, close-outs. Assists in analyzing product or procurement history data and makes recommendations regarding appropriate methods for accomplishing effective purchases and cost savings where applicable. Prepares clear, sound, accurate, and informative statistical and other reports containing findings, analyses, conclusions, and recommendations. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the unit and/or CDC.**

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of accounting, business administration, economics, or finance courses.

**EXPERIENCE:** Three (3) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree from an accredited college or university in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PSTEEOH@doh.nj.gov***
- Mail the required documents to:  
**Steven Bors, Executive Assistant 4  
Epid., Environmental and Occupational Health  
Reference Posting #V292-22  
New Jersey Department of Health  
PO Box 369  
Trenton, NJ 08625-0369**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*